STATE OF LOUISIANA
GRAMBLING STATE UNIVERSITY
GRAMBLING, LOUISIANA

(A Member of the University of Louisiana System)

INVITATION TO BID
FOR
ELEVATOR MAINTENANCE AND REPAIR CONTRACT

Bid Release Date: January 19, 2010

Bidders Conference: Mandatory February 9, 2010 @ 2:00 p.m.
in the Facilities Conference Room

Deadline to receive inquiries: February 9, 2010 @ 10:00 a.m.

***Bid Opening: February 23, 2010* at 2:00 p.m.**
Grambling State University
Purchasing Office Conference Room
403 Main Street
Women's Gym Basement
Grambling, LA 71245

Elevator Installation Maintenance and Repair Contract

1. EEOC compliance. By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 503 of
The Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and the Americans with Disabilities Act of 1990. Bidder agrees to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees
or prospective employees.
2. Any claims or controversies associated with the contract issued as a result of this solicitation will be resolved in accordance with the Louisiana Procurement Code, 39:1673.
3. Late payments; if any shall be paid in accordance with R.S. 39:1695.
4. Vendor must inspect job site to verify measurements and/or amount of supplies needed prior to bidding. If vendor finds conditions that disagree with the physical lay-out as described in this bid, or other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted that bid is as specified. A sign-in roster will be maintained to identify those who schedule AND conduct a visit to the jobsite.

NOTE: A jobsite visit is MANDATORY. Proposals will not be opened for consideration from any firm who did not conduct a mandatory site visit.

Vendor may contact either L. Ray Dudley (Director of Facility Management) at 318-274-6162 to schedule inspection.

5. Any orders resulting from this solicitation will be paid with the new FY funds, if appropriated by the legislature.
6. This contract shall be effective for this budget year. from the date of award and at the option of the Grambling State University and acceptance by the contractor, may be extended for two additional twelve (12) month periods at the same price, terms and conditions.

NOTICE

Proposal, price sheets, verification of qualifications and engineering responsibility should be completely filled out with detailed information requested or your bid may be rejected.

In accordance with R.S. 37:2163A contractor's license number must appear on the bid opening envelope on all projects in the amount of $50,000 or more. All bids not in compliance with this requirement shall be automatically rejected and not read.

For any bid submitted in the amount of fifty thousand dollars or more, the contractor shall certify that he is licensed and show his license number on the bid.

Definitions:

Department – The Grambling State University

Owner – The Grambling State University where the vertical transportation is being maintained.

SPECIFICATIONS FOR ELEVATOR/ESCALATOR MAINTENANCE

GENERAL CONDITIONS

Based on these specifications, bids shall be received by the Purchasing Department, for servicing the vertical transportation at the Grambling State University campus, located at 403 Main Street, Grambling, LA 71209, hereafter denoted by the term "Department". The use of the word "vendor" or "contractor" shall be interpreted to be the firm or corporation who has been awarded a contract by the Department. The successful bidder will be required to sign a contract with the Department in strict accordance with these specifications for service which includes the contract document.

With the complexity of equipment and the liability exposure of today's vertical transportation, it is necessary to not only provide top quality maintenance, but to also have a professional engineering group to verify the quality of material and safe operation of any wiring changes being used or integrated into the system. Also, in the case of Micro-processor equipment, the vendor shall have complete access to all software and diagnostic programs. Prior to award of the contract, the successful bidder shall demonstrate to the owner ability to comply with this section. For the protection of the owner, passengers, and other related exposures connected to fulfillment of this contractual obligation, the bidder will include in this bid, monies for engaging Licensed Registered Professional Electrical Engineers* with no less than five years experience in specifying elevator materials and verifying wiring changes. All changes are to be provided to the Grambling State University Director of Facilities Management on Disk or CD. The name of the Licensed Registered Professional Electrical Engineer, Private Consulting Group and/or Firm with a Licensed Registered Professional Electrical Engineer on staff committed by letter to this responsibility, along with their address and signature shall be provided in the space for the verification of this information under "Engineering Responsibility".

Bids will be considered only from bidders who are regularly established in the business called for and who, in the judgment of the Vice President for Finance, are financially responsible and able to show evidence of the reliability, ability, experience, facilities, and persons directly employed and supervised by them to render prompt and satisfactory service

Compliance with the latest edition of A.N.S.I. A17.1 Code with and including supplemental adoptions will be required.

The University reserves the right to add or delete elevators as necessary.

*Elevator Contractors must be licensed in the State of Louisiana

SPECIAL CONDITIONS

The file number of this proposal should be referenced on all correspondence to the Purchasing Department, Grambling State University.

It shall be specifically agreed and understood that the bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined by parties seventy-two (72) hours after the bid opening. Where any award is being considered, bidders shall comply with requests from the Grambling State University personnel to visit their facilities and/or furnish additional information in order to assist evaluating bids.

Bid prices must be firm for a period of sixty (60) days from the date of the bid opening to allow for evaluation if necessary.

If any problems occur or questions arise concerning the "original manufacturer's parts" or "equal" it shall be the responsibility of the contractor to provide such verification as may be requested by the Assistant Vice President of Facilities. See "Clarifications".

Termination for Cause:

The state may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the contract; provided that the state shall give the contractor written notice specifying the contractor's failure. If within fifteen (15) days after receipt of such notice, the contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the state may at its option, place the contractor in default and the contract shall terminate on the date specified in such notice. The contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the state to comply with the terms and conditions of this contract; provided that the contractor shall give the state written notice specifying the University's failure.

Termination for Convenience:

The University may terminate any contract entered into as a result of this bid at any time by giving thirty (30) days written notice to the contractor. The contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

The University reserves the right to cancel this contract with a thirty (30) day written notice.

RECORDS

The Contractor shall maintain a complete, orderly and chronological file, including drawings, parts lists specifications and copies of all prepared reports. A record of all callbacks and repairs shall be kept by the contractor indicating any difficulty experienced and the corrective measures taken to eliminate these difficulties. A copy of the Elevator/Escalator Maintenance Log furnished with the contract must be filled out then forwarded to the Assistant Vice President for Facilities monthly. The reports or trouble calls must be verified and signed by a person designated by the using agency, who will retain a copy. All trouble calls (call backs and repairs) are indicated by a "call ticket" and signed by the contractor and the agency. A copy of these "call tickets" is to be forwarded to the Assistant Vice President for Facilities.

The Contractor shall maintain a website which will allow all records to be reviewed or downloaded, on a monthly basis, by the GRAMBLING STATE UNIVERSITY Director for Facilities Management, owner agency and all parties requiring information concerning State owned elevators. Minimum requirements for information accessible on website shall be the name of building, preventative maintenance schedule, type of elevator, manufacturer, machine type, roping, year installed, contract speed, actual up and down, capacity, safety type, governor type, control type, operation, stops, openings and a maintenance log showing all callbacks, repairs and routine maintenance and corrective measures taken to eliminate difficulties encountered. The website should be secured with a user I.D. and password. Vendor shall take all reasonable precautions to maintain the security of the site.

GUARANTEE:

The contractor agrees to accept all of the equipment, (except as excluded by these specifications), on full maintenance, on the effective date of this contract, unless it is otherwise indicated by a detailed report, on each unit, and attached to his bid. It is also agreed that he will leave the units in the same condition and with the same performance when the contract is terminated, as on the date the contract was made effective.

The owner reserves the right from time to time to employ others to make such checks as they may deem necessary or advisable. When it is found that any of the units of vertical transportation are not up to proper standards or that safety requirements or tests are not being performed as required by the current A.N.S.I. code of the State of Louisiana, the owner may exercise any or all of its options as set forth in these specifications. If these demands are not promptly complied with, within fifteen (15) days after receipt of such notice, the Grambling State University Purchasing Department may cancel this agreement and enter into an agreement with others to perform such work and deduct the total cost thereof from the contractor's monthly charges for maintenance service. If the contract has been terminated or has expired the owner will demand payment from the contractor or his bonding agent for the additional costs incurred.

The owner, through the Grambling State University Purchasing Department, reserves the right to act as sole agent in determining if service is satisfactory, including a determination of whether parts need replacing in accordance with A.N.S.I. code. The contractors' failure to comply with the owner's demands in this regard, within ten (10) days of mailing a certified letter containing such demands, will constitute a circumstance under which the owner may immediately terminate the contract. The owner shall conduct, through the operational unit, periodic inspections to determine the status of individual elevators and/or escalators. This inspection shall be conducted in accordance with a uniform maintenance plan formulated by the Assistant Vice President for Facilities. Results and reports of such inspection will be furnished to the contractor and the using agency.

INSURANCE:

Public Liability Insurance and Workman's Compensation shall be carried by the contractor and a Certificate of Insurance shall be furnished at least ten (10) days prior to the effective date of the contract. The limits of such insurance shall be as follows and shall be from a company licensed to do business in the State of Louisiana.

PERMITS, LICENSES, LAWS AND TAXES:

The contractor shall furnish all necessary permits, licenses, and certificates and comply with all laws or ordinances applicable to the locality of the building site and the State of Louisiana. The contractor shall include in his bid all applicable state, federal or other taxes required.

Contents of the signed agreement:

The purchase order and the bidder's specifications will be combined to form the complete contract when the award is made.

7. INSTRUCTIONS TO BIDDERS (Complete Appendix 2 for bid pricing)
A. Project: Maintenance and repair of vertical transportation systems for: Building Qty. Mfg. Type

Favrot Student Union (2 elevators)
Robinson Stadium (1 elevator)
Charles P. Adams (2 elevators)
School OF Nursing (1 elevator)
A. C. Lewis Library (2 elevators 2 dumbwaiters)
Brown Hall (1 elevator)
Intramural Recreation Facility (1 elevator)
Facilities Barn (1 equipment lift)
Jacob T. Stewart (3 elevators)
Carver Hall (1 elevator)
Long-Jones Hall (1 elevator)
Stadium Support Facility (1 elevator)
Woodson Hall (1 elevator)
Grambling Hall (1 elevator)
Washington-Johnson Complex (1 elevator)
The Assembly Center (2 Elevators)
The Performing Arts Center (1 elevator) Note: still under warranty
Eddie Robinson Museum (1 elevator) Note: still under warranty

B. Proposals: Proposals must be in accordance with these instructions in order to receive consideration.
C. Documents: Documents include the bidding requirements, general, supplementary conditions, technical section, plus addenda which may be issued by the Division of Administration Office of State Purchasing and the Grambling State University during the bidding period. See Specifications for Elevator/Escalator Maintenance page.
D. Examination of Documents and Site: Bidders shall carefully examine the bidding documents and the sites to obtain first-hand knowledge of the scope and the conditions of the work. Each contractor, by submitting a proposal to perform any portion of the work, represents and warrants that he has examined the specifications and site of the work, and from his own investigation, has satisfied himself as to the scope, accessibility, nature and location of the work; character of the equipment and other facilities needed for the performance of the work; the character and extent of other work to be performed; the local conditions; labor availability, practices and jurisdictions and other circumstances that may affect the performance of the work. No additional compensation will be allowed by the owner for failure of such contractor or subcontractor to inform themselves as to the conditions affecting the work.
E. Interpretation of Documents: If any person contemplating submitting a bid for the proposal contract is in doubt as to the meaning of any part of the specifications (project manual), or other proposed contract documents, he may submit to the Grambling State University Purchasing Department, not later than ten (10) working days prior to the date set for opening of bids, a written request for an interpretation or clarification. Bidders should act promptly and allow sufficient time for a reply to reach them before preparing their bids. Any interpretation or clarification will be in the form of an addendum duly issued. No alleged verbal interpretation or rulings will be held binding upon the owner.
F. Substitutions: Conditions governing the submission of substitutions for specific materials, products, equipment, and processes are in the general conditions. Requests for substitutions must be received by the Grambling State University Purchasing Department seven (7) working days prior to the established bid date.
G. Addenda: Interpretations, clarifications, additions, deletions, and modifications to the documents during the bidding period will be issued in the form of addenda and a copy of such addenda will be mailed or delivered to each person who has been issued a set of the bidding documents. Addenda will be a part of the bidding documents and contract documents, and receipt of them should be acknowledged in the bid form. Addenda will not be issued with in three (3) working days of the established bid date.
H. Preparation of Bids: Prices quoted shall include all items of cost, expense, fees and charges incurred or arising out of the performance of the work to be performed under the contract. Any bid on other than the required form will be considered informal and may be rejected. Erasures or changes in the bid shall be explained or noted over the initials of the bidder. Bids containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected. Failure to submit all requested information will make the bid irregular and subject to rejection. The “non-collusion affidavit” should be completed and signed by each bidder and submitted with the bid.

8. ELEVATOR MAINTENANCE
Contractor agrees to provide all material, furnish all labor and services specified in this contract including permits necessary for maintenance (where conditions warrant, adjust, lubricate, repair or replace the mechanical and electrical parts) of the type elevator(s) listed and related equipment located in the facility specified in accordance with the specifications annexed hereto.

This contract shall be effective (TBD) and shall terminate June 30, 2012.

All work is to be performed during regular working hours and on the regular working days of the elevator trade unless otherwise specified below.

The Contractor at its expense, shall within ten (10) days from the commencement date of this contract, provide owner with a copy of its present maintenance checklist, for his approval, that shall sequentially follow the format of the specifications annexed to this agreement.

Contractor shall complete the aforementioned check list at the times provided in the specifications and regularly provide the University with copies thereof.

Notwithstanding anything herein to the contrary, it is expressly agreed and understood that at any time(s) during the term of this contract, owner shall have the right, but not the obligation, to employ, at its expense, a certified ANSI elevator consultant to make periodic inspections of the elevator and related equipment (i.e.: smoke detectors, emergency power switches) to determine if said equipment is, in consultant's judgment, being maintained in accordance with the specification subject to this agreement. The contractor, at his own expense, may elect to have a representative present for these inspections. Should the owner's consultant determine that the equipment is not being maintained in accordance with the aforementioned specifications, the contractor shall, at his own expense, correct all noted deficiencies with ten (10) calendar days. Should the contractor fail to correct the deficiencies in a timely manner, the owner shall have the right to deduct the estimated cost for repairs from the contractor's normal monthly payment until such time as the deficiencies are corrected, or to unilaterally terminate the contract without penalty or liability by giving the contractor ten (10) days written notice by a certified letter. Any re-inspection as a result of the contractor's failure to maintain the equipment in accordance with the specifications shall be performed at the expense of the contractor. Payment for subsequent inspection shall be remitted to the Office of Risk Management payable to the inspector. Failure to remit timely payment will result in the cost being deducted from the contract.

The submittal of bid without exceptions means Contractor has inspected all elevators and related equipment in the building specified and has found same to be in a proper working and satisfactory condition.

Contractor shall not be liable for loss or damage resulting from strikes, lockouts, fires, explosion, theft, floods, riots, war, malicious mischief, storms, acts of god or other similar or dissimilar cases beyond its control. Contractor assumes no liability for accidents to persons or property except those directly due to the negligent acts or omissions of contractor or his employees. Throughout the term of this contract, contractor shall at its cost maintain insurance and provide the owner with current certificates of insurance for limits of liability as follows:

A. Workman's Compensation and Employer's Liability – equal to or in excess of limits of Workman's Compensation laws in the State of Louisiana.
B. Comprehensive liability – for not less than $1 million per occurrence, including bodily injury, liability, property damage liability. Automobile public liability insurance in an amount not less than combined single limits of $500,000 per occurrence for bodily injury/property damage. Owner agrees that it will not permit others to make alterations, additions, repairs, replacements or adjustments to the equipment subject to this contract, unless contractor is notified by owner, prior to commencement. It is understood that contractor shall not assume possession or management of any part of the equipment. (The intent is to have the contractor awarded the bid perform the work, however, in the event that equipment has seemingly insolvable problem, the department at it's expense, reserves the right to have other competent contractor(s) examine and make repairs.) In such case, the service shall be terminated for that period of time.

9. MAINTENANCE AND REPLACEMENT PARTS
The following tests and parts lists are subject to check by the Grambling State University or their designated representative. If parts are not available in type or number on each unit of vertical transportation covered by these specifications, then the contractor must document that these parts are on order and when they will be placed on the job and in the warehouse. Maximum delivery time for parts to be on the jobsite is two (2) weeks.

The maintenance contractor shall have available on request:

A. Complete "as built" and up to date wiring diagrams. (All diagrams will be ordered by the owner at the expense of the elevator contractor only). The cost shall not exceed $200.00 for the first page and $25.00 for each additional page. The total cost cannot exceed $500.00 per set. The diagrams must be delivered within 2 weeks unless an extension is granted by the department. (This only applies to elevators in which diagrams are not in the owner's possession.)

B. Complete parts leaflets.

C. Engineering data for all load reactors and safety devices.
D. Parts and part numbers of stock listed under maintenance replacements parts to be stocked at the jobsite. Steel parts cabinet, wiring diagrams and maintenance replacement parts to be warehoused in the elevator machine room.
E. When microprocessor control is utilized, the diagnostic tools shall be maintained on the job site. The tools shall be listed under verification of qualifications for the type equipment applicable to this requirement. Up-to-date and "as built" wiring diagrams and software are to be kept on the jobsite. Diagnostic tools will be the property of the contractor as well the maintenance and repair of such diagnostic tools.
F. When the state owns the diagnostic tool, the elevator contractor shall maintain the diagnostic tool as part of the full maintenance contract. The contactor shall be responsible for parts, adjustments, calibration, labor, and repairs to the diagnostic tool.
Periodic Tests Required: All tests required by current A.N.S.I. Code A 17.1 must be made in the week of the date on which the test is due and shall be documented in writing to the GRAMBLING STATE UNIVERSITY Assistant Vice President for Finance. If this documentation is not received within four months after effective date of contract, monthly payment for maintenance shall be withheld until this report is received.

Cost Control:

Since elevator shut-downs increase the cost of manpower and slow down the performance of their responsibilities, the tests shall be scheduled by letter.

a. Examine periodically all safety devices and governors and conduct annually a no-load test, and every five (5) years perform a full-load, full-speed test of safety mechanisms, overhead speed governors, car and counterweight buffer. If the tests are due, such tests will be performed at the inception of this contract and thereafter within
one week of these dates. Contractor shall be responsible for any elevator equipment damages caused during the performance of any tests. The car balance will be checked and the governor tested and, if required, the governor will be adjusted for proper tripping speed and sealed. Reports shall be submitted to the GRAMBLING STATE UNIVERSITY Director for Facilities Management within thirty (30) days for the date the test was made. The report shall include: machine number, manufacturer, type governor, condition, tripping speed,
type safety, safety rope pull out, car slide, pull through force of governor, then the governor setting shall be sealed and tagged with date of test and name of the mechanic performing test. All tests will be performed in accordance with the current A.N.S.I. Code A17.1. All 5 year full load tests must be witnessed by the State Inspection Service Contractor.
b. When necessary renew guide rollers as required to insure a quiet operation.
c. Maintain in each building, at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include as a minimum, the following for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those
furnished with the original installation. Contractor shall maintain an up to date inventory of all spare parts by part number in steel cabinets on the jobsite. The following are the list of parts to be stored on site for each type of elevator covered by these specifications:

1. Coils, minimum of one (1) for each type relay contactor used.
2. Contact; minimum of three (3) for each type used.
3. Conductor; a supply for each type used.
4. Motor brushes; minimum of one set for each type used.
5. Supply of lubricants for each requirement.
6. Supply of fuses.
7. Interlock rollers and contacts; minimum of two (2) each.
8. Car and hoist way door hanger rollers; minimum of two (2) each type.
9. Car and hoist way door gibs, minimum of one (1) set each type.
10. Car and hoist way door closer parts (springs, spirators, etc.)
11. Door operator belts, chains and brushes; minimum of one (1) set each type.
12. Door operator drive block, clutch rollers, and fingers; minimum of one (1) set each type.
13. Photo electric tube, minimum of one (1) each type.
14. Landing switch equipment and magnetic inductor; minimum of one (1) each type. To include microprocessor boards.
15. Solid state timers and printed circuit regulator board, minimum of one (1) each type.
16. Safe-t-edge pivot arm assembly and switch; minimum of one (1) each type.
17. Signal fixture lamps; minimum of five (5) each type.
18. Selector cams and contact assembly; minimum of one (1) each type.

19. Brake contact; minimum of one (1) of each type.
20. Normal renewal parts peculiar to equipment covered by this specification.
21. *Supply of selector tapes to handle highest rise.
22. Roller guides and gibs for car and counterweight.
23. *Power supplies and pre-amplifiers for electronic proximity device.
24. *Car and hoist way door shields.
25. *Car door electric eye photo cell replacement units.
26. Complete car door safety edge (mechanical).
27. *Transformers and rectifiers for all controller power supplies.
28. *Door operator motors for each type used.
29. *Door operator gear reduction units for each type used.
30. Controller and selector coils for each type used.
31. Component parts, including contacts, for each type switch.
32. Car and hall buttons, including electronic, with contacts for each type used.
33. *Hatch switch cams supports to handle highest rise.
34. Replacement relay for each type used.
35. *Selector drive motor.
36. *Geared machine brake shoe and lining assembly; minimum of one (1) set for each type.
37. Hydraulic jack packing, or seals, gasket, wiper ring, minimum of one (1) for each type used.
38. *Dash pot and thermal overloads; minimum of one (1) each type.
39. *Hydraulic valves, pistons, springs, gasket/"O" ring kit, solenoid needle, solenoid coil.
40. *Bearings for each type used.
41. *Transformers and rectifiers for all controller power supplies.
42. *Hydraulic valve parts, gaskets, "o" rings and hoses; minimum of one (1) for each type used. Valve includes relief, pilot, lowering, up and check valve, or any of the parts thereof.
43. *Hydraulic fluid (110 gallons) as per original equipment manufacturer's lubrication specifications.
44. *Escalator step treads; minimum of two (2) each.
45. Escalator step wheels, minimum of six (6) each.
46. Escalator step chain rollers; minimum of six (6) each.
47. Complete step assembly; minimum of one (1).
48. Handrail brushes; minimum of two (2).
49. Comb plates; minimum six (6) each.
50. Microprocessor diagnostic tool (if microprocessor controlled)

*These parts may be warehoused at location near jobsite.

The following replacement parts are to be available and ready for immediate delivery to the building within twenty-four (24) hours: Seven days will be allowed to complete repairs.

1. Rotating elements for each type and size used.
2. Stators for each type used.
3. Brake coils for each type and size used.
4. One complete set or step chains.
5. One complete set of escalator tracks.
6. One solid state power converter.

Where any of the parts listed are required, these may be deleted. The contractor hereby agrees to allow the facility's authorized person to visit the contractor's parts storage facilities before the effective date of this contract so as to make certain that the inventory is complete and in compliance with the terms set forth.

d. Keep the exterior of the machinery and other parts of the equipment subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.
e. Only use lubricant furnished by the manufacturer of the equipment or those as recommended by the manufacturer.
f. Maintenance parts to be furnished and installed or replaced. The contractor shall warehouse and have available at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include, as a minimum, the following for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those furnished with the original installation. The contractor shall maintain an up-to-date inventory of all spare parts by part number in the warehouse or in steel cabinets on the job-site. The following is the list of parts to be kept in inventory for each elevator covered by these specifications.

1. Coils, minimum of one for each type relay used.
2. Contacts, minimum of three for each type used.
3. Conductors; a supply for each type used.
4. Supply of lubricants for each requirement.
5. Motor and generator brushes; minimum of two sets for each type used.
6. Supply of each type fuses.
7. Interlock rollers and contacts; minimum of two of each type.
8. Car and hoist way door hanger rollers; minimum of two of each type.
9. Car and hoist way door gibs; minimum of two of each type.
10. Car and hoist way door closer parts; springs; spirators, etc.
11. Door operator belts, chains and brushes; minimum of one set each type.
12. Door operator drive block, clutch rollers, micro-switches, fingers etc; minimum one of each type.
13. Landing switches and magnetic inductor; minimum of one each type.
14. Solid state timers and printed circuit regulator boards; minimum of one each type.
15. Microprocessor and control boards where required; minimum one each type.
16. Retractable safety arm pivot assembly and switch; minimum of one each type.
17. Signal fixture lamps and indicator's; minimum of five each type.
18. Normal renewal parts peculiar to equipment covered by this specification.
19. Complete car door safety edge. (Mechanical)
20. Roller guides for the car and counterweights: minimum of one set each type.
21. Transformers and rectifiers for controller power supplies; minimum of one each type.
22. Car and hall buttons with contacts for each type used; minimum of one each type.
23. Replacement relay for each type used.
24. Car door electric eye photo cell replacement units.
25. Electronic door detector and infra-red sensors; minimum of one set.
26. Power supplies and pre-amplifiers; minimum of one each type.
27. Selector drive motor for each type used.
28. Door operator motor for each type used.
29. Supply of selector tapes and cables to handle highest rise.
30. Hatch switch cams support to handle highest rise.
31. Geared machine brake shoe and lining assembly: minimum of one set for each type.
32. Dash pot and thermal overloads; minimum of one each type.
33. Bearings for each type used.
34. Hydraulic jack packing or seal, gasket, wiper ring; minimum of one each type.
35. Thermal overloads; minimum of one each type.
36. Hydraulic valves, pistons, springs, gasket/o-ring kit, solenoid needle and solenoid coil. Minimum of one set each type used.
37. Hydraulic valve parts, gaskets and hoses; including relief valve, lowering, up and check valve or any parts thereof; minimum one set each type.
38. Hydraulic fluid; minimum 50 gallons as per original equipment manufacturer's lubrication specifications.

Maintenance Parts To Be Furnished And Installed Or Replaced:
Elevator contractor shall furnish, replace, maintain, adjust, service and install when and as necessary, the following: Machine bearings, motors, pumps, pump bearings, sheaves and sheave assemblies, controllers, selectors, worm gears, thrust bearings, radial
bearings, brake magnet, coils, brake shoes, brushes and brush holders, motor & generator windings, rotating elements, commutators, commutations, armatures, overspeed governors, governor shafts and assemblies, governor jaws, gears, bearings, valves, packing glands, rotating elements, contacts, coils, generators, mechanical and electrical driving equipment, condensers, car and hoist way wiring, controller wiring, auxiliary door closing devices, load weighing equipment and devices, car and counterweight frames, car
safety mechanism, buffers, platform resistors for operating and motor circuits, machine room lighting, car lighting and transformers, car top lighting, pit lighting, car ventilation fan and fan motor, car emergency lighting, firefighters service phase I & II, dispatching
systems, hall lanterns, car travel lanterns, starters, indicators and control panels, relay panels, all relays, electrical contacts and coils, control and isolation transformers,
rectifiers, shunts, wiring harness, leveling devices, slow down devices, operating devices, switches on the car and in the hoist way, door re-opening devices, top and bottom limit
switches, push buttons, annunciators, elevator signal and accessory system circuitry, leveling vanes, jack seals, scavenger pumps, valve body solenoids, hoses, belts, all fuses,
terminals, and connections, all car top operating devices, handicap signals, motor couplings, isolation pads, relay leads and wiring connectors, overload devices, corridor

position indicators and car position indicators, signal chimes, alarm bell, signal lamps and indicators, hoist way pushbuttons and indicators, timers, hoist way limit switches, boards and discreet solid state components, two way communication devices, door operator motors, door
safety edges, infra-red sensors, hoist cables and governor ropes, cable shackles, selector cables and tapes, travel cables, compensation cables, car and counterweight guide rails and brackets, equipment guards and covers, all sheaves and bearings, magnet frames,
leveling devices, cams, car and hoist way door hangers, door tracks and guides, door eccentrics, car and hoist way door gibs, door closures, car door and hoist way door operating devices, interlocks and electric contacts, car and counterweight roller guides
and slide guide assemblies. The contractor shall furnish shaft and car light fixtures. The contractor shall furnish and replace signal system lamps. Re-lamping of light and signal fixtures shall be done at least once per month, but more often if required.

G. The Contractor shall also examine, adjust, repair and/or replace the following necessary equipment; 2-way communication devices, exhaust fans, cab lights, all parts for hall lanterns, starters indicator, firemen service, handicap signals and control panels installed and connected into the operating system by the elevator contractor.
H. Annual Cleaning: All steps, wellways, hoistways, cars and weights shall be cleaned once a year and documented in writing, listing the date each unit was cleaned.
I. Check charts: check charts shall be placed in each machine room (and must be kept current). The date each item is checked must be entered in the block (not a check mark).
J. The equipment room should be clean and free of debris. Control cabinet doors are to be closed when not in use.

10. CLARIFICATIONS
Maintenance: The maintenance of vertical transportation covered by this contractual agreement shall include all parts, including replacements that have been modified or updated, all labor and the performance of all tests, along with the frequency of examinations as required here-in by these specifications unless specifically excluded.

Call backs will NOT include maintenance of car lights and exhaust fans. These items will be maintained during regular visits.

Exclusions:

A. Hoist way entrance frames and door panels.
B. Car enclosure.
C. Finishes.
D. Floor covering.
E. Underground hydraulic casing or buried pipes.
F. Escalator panels, decks, trim and skirts unless damage is caused by step misalignment.
G. Smoke detectors, emergency power switches and other non-elevator controls. (All equipment included in the elevator hoist way and machine room related to the operation or function of emergency power and firemen’s service, phase I and phase II, shall be part
of the elevator contract. The point at which these devices are attached to the controller shall be the dividing line between the elevator contractor’s responsibility and other contractors).

Or Equal:

“Or Equal” shall be measured as identical replacement of part or component installed by the manufacturer or a part or component proven superior. In no case shall a part or component with smaller parts or horsepower be considered equal or will a part that requires any modification to existing equipment be acceptable unless the part is a modification recommended by the engineering department of the original manufacturer.

Vandalism:

Misuse of the term vandalism will not be accepted as extra cost to the owner. Vandalism shall be defined as the intent to destroy. Contractor shall immediately notify the building owner of any misuse, abuse or accidental damage and document incident before the owner accepts as extra cost. Contractors will not be responsible for misuse, abuse, or accidental damage by others.

Performance:

Performance shall be measured by that which was designed and built into the original installation. Eliminating the operations or shunting any circuits without written permission shall give the owner the right to terminate the contract. Non-Performance is determined to include the following:

A. If any vertical transportation is out of service for more than seven (7) days, (without permission in advance).
B. If a call is not answered in less than two hours.
C. Any failure to perform regular inspections within two (2) days of schedule or falsifying records.
D. Failure to correct problems on the third call-back.
E. Failure to follow and document maintenance procedures and frequencies with the owner each trip.
F. Non-compliance with minimum performance standards. Failure to meet the preceding requirements shall give the owner the right to suspend payments for that period of time at regular monthly billing rates or terminate the contract.
G. Failure to submit monthly "call tickets", maintenance records and test reports to the GRAMBLING STATE UNIVERSITY Assistant Vice President for Facilities. The owner reserves the right to have a consultant check and make a report on conditions as he finds them. If such conditions are not corrected by the next report, or the elevator contractor can not furnish a valid reason for the delay, the owner reserves the right to employ another elevator contractor to complete the work. The accumulated costs of such expenditure will be billed to the contractor as a contractual obligation.

Callbacks:

Where overtime callbacks are excluded, the contractor must obtain an authorization from one of the persons listed below, otherwise the cost will not be approved nor will payment be made for unauthorized callbacks.

The following are persons who may approve answering an overtime callback.

1. Director of Facilities Management
2. Facilities Planner

Nuisance Calls:

A nuisance call shall be defined as a call where the elevator shut-down was caused by a known or unknown source, and is outside the scope of contract, but the call is answered by the elevator personnel not knowing the cause. If time at the building is one (1) hour or less
(to be documented by a person at the building), the cost is to be absorbed by the contractor. Any fraudulent documentation shall be cause for cancellation of the contract.

11. FREQUENCY OF REGULAR EXAMINATIONS
It is absolutely necessary to lubricate, adjust and check operation of all units of vertical transportation at regular intervals and anything less will place the contractor in default. A
callback must be entered in the records as just what it is and will not be listed as an inspection. Inspections will be made on schedule. A route sheet will be furnished for owner's record and follow-ups.

All inspections, cleaning and tests will be made at intervals as specified in the maintenance procedures:
Inspections shall be made within two (2) days of schedule.

Type Vertical Transportation	Frequency
Gearless Elevators	Weekly
Geared Elevators	Semi-Monthly
Hospitals (over 400 beds)	Weekly
Hydraulic Elevators	Semi-Monthly
Cleaning of Hoistways	Each Year
Cleaning of Wellways	Each Year
Tests current ANSI A17.1	As Required

Each visit to the building must be documented and signed by the building representative. Invoices will not be paid until the above information is received. (Note: Copies of records, including building representative's signature, with invoices will be satisfactory.)

A repair which results in down time or is not covered under this contract must be listed as just what it is and must be scheduled with the above office before proceeding.

A check sheet must be maintained in each machine room marked with dates, not check marks.

Obsolete parts must be certified by the manufacturer and approved by the department. If a part becomes obsolete during the period of the contract, it is the contractor's responsibility to replace the part and the owner's responsibility for expenses incurred to perform the modification, i.e. piping, electrical.

The contractor shall (upon request) provide proof of having successfully maintained five (5) elevators of the same type and control for a period of twelve (12) months within the past five (5) years. In lieu of the above, the contractor shall (upon request) submit a list of full time journeyman mechanics who have successfully maintained five (5) elevators of the same type and control for a period of twelve (12) months within the past five (5) years as stipulated in the affidavit of qualifications. The contractor shall have a minimum of two (2) mechanics and one (1) helper for each forty (40) elevators under maintenance in the local area, for the State of Louisiana. Response time shall not require more than 2 hours to arrive on the site.

Normal response time to be no more than two (2) hours for on-site arrival. However, in the event someone is trapped in an elevator, response time shall be no more than 30 minutes for on-site arrival. If contractor fails to arrive on-site as specified, the University reserves the right to employ another elevator contractor to perform the work. The accumulated costs of such expenditure will be billed to the contractor as a contractual obligation.

It is understood that parts required to be maintained on the premises remain the property and responsibility of the contractor. Whenever these documents refer to the state employing others to perform inspection services, they will be required to be a certified ANSI inspector.

12. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Frequency of Inspection: Semi-Monthly

Each inspection must be signed for by the owners representative.

Hydraulic Passenger Elevators:

A. Specific Equipment Performance Standards
    1. Call-backs: Nominally 4 to possibly 6 per year, excluding nuisance calls.
B. Minimum expected periodic servicing, checking oiling, and adjustments:
    1. Every two weeks: Ride the car observing operation, adjust in tank with car at top.
    2. Every 13 weeks: Check adjustment of car doors and door operator, adjust if needed, check landing switches, and check guide lubricators and lubrication.
    3. Every 26 weeks: Clean and examine safe-t-edge, door guides and fastenings.
    4. Every 52 weeks: Clean, oil and adjust all hoist way doors, check all control switches, car and corridor stations. Check and make sure that all electrical connections are tight.

    5. Other: Every five years consideration should be given to the need for oil filtration or replacement. If it is dirty, change the oil, you are being paid to maintain the equipment.
C. Doors and operation: Frequency of inspection and adjustment briefly covered above.
    1. Car and hoist way doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastenings (normal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Door relating cables should be taut enough that they will not sag in normal operation of opening and closing but provide some flexibility
    in door reversal to reduce the shock of reversal on the cable and fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision or sight guards at each inspection. Car door contact should be adjusted to prevent the movement of the car unless the car door is 2" or less from full closure.
    2. Safe-t-edge: Device should be checked quarterly from freedom of movement to permit it operate with even a somewhat glancing blow, but not sloppy permitting it to rub against the door. Where there is a retractable projection at opening, it should be slightly in front of the door and should permit the door to be held in the open position with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge or the vane and doors are in the same plane, i.e. at or before the complete collapse of the edge.

Action contact line of edge should be free of cuts and bulges. Control contact cable and retracting cable, where used, should be held clear of snagging other moving parts.

3. Door operator: Check, lubricate and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit cleaned, flushed and refilled within every five years. Opening motion should be at designated speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Drag at this point can prevent full opening of the door and drop out of the opening relay preventing the door from closing. Closing time should be adjusted to the requirements of ANSI code, considering the weight and speed's effect on the kinetic energy developed. Closing adjustment should permit door reversal within travel of the safe-t-edge, as described above and without drift.

D. Control:

1. Regular inspection and adjustments as outlined in the above. The effects of control fault can most easily be detected from individually car operation by riding the unit and observing the operation. At each scheduled control inspection, the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off, testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays for over heating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared with the posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing.

2. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

E. Valve and power unit:

1. Valve adjustment is only required when trouble is encountered with control contact and valve coil failures, and is the first area to check. Strainer should be checked on a quarterly basis, with oil level checked each visit. The condition of the oil, clarity, color and odor should be checked each year or in the event of excessive leveling and speed adjustment problems. Any evidence of moisture in the oil suggests replacement; clarity - a cloudy oil should be filtered and the filtering sequence repeated at least once several days later to make sure the residual oil in the cylinder circulates and is also filtered. Change in odor or color suggests that a chemical analysis is needed. Check the condition of belts and their tension on the power unit quarterly. Should oil which seeped through the packing be re-introduced, check for clarity.

2. Motor: Check bearings for heating and lubrication every four weeks. Blow out yearly, check insulation of coils and apply insulating paint every three years. Dry and brittle Insulation can result in a burn and fire. It must be remembered that coils in motors that are in stock can get brittle and their insulation should be examined and restored as needed.

F. Cupped Equipment:

1. Jack unit and piping: Plunger and guide bearing, packing gland, casing gasket, packing and piping system including valves should be checked quarterly and adjusted and repaired as required. It is understood that the casing, underground piping and inaccessible wall lines in wall and ceiling are not an obligation of the contractor.

2. Cupped switches: Should be checked for contact pressure, wear and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.

3. Guides and guide shoes: Should be checked monthly for lubrication, wear and condition. Oilers should be filled as required. Rails should be examined for possible scoring and redressed if necessary. If roller guides are used they should be checked and lubricated as necessary, if there are signs of wear, deterioration or rough surfaces, new rollers should be installed to replace those removed.

4. Car and corridor stations: Should be opened up each year for cleaning and each switch examined for positive action, contact pressure, wipe and wear. All connections should be checked to see that they are tight.

13. MAINTENANCE PROCEDURES

Minimum equipment performance standards and preventive maintenance required under this contract.

Frequency of inspection shall be as follows: Semi-Monthly

Type: Geared passenger elevators:

A. Specific equipment performance standards:
    1. Call backs: Nominally 4 to possibly 6, excluding nuisance calls, per year average.
B. Minimum expected periodic service check, oil, or adjust:
    1. Weekly: Ride each car, check operation and correct problems found.
    2. Every two weeks: Observe operation of control, selector, machine, brake, motor, mg set, clean and adjust as needed. Check lubrication of machine, motor, mg set, and overhead sheaves.
    3. Every four weeks: Check lubrication of door operators and selectors.
    4. Every 13 weeks: Check waiting times on corridor calls, test and record rectifier voltages of control supply, check car doors and door operator adjustment and check hoist way doors. Check all hoist ropes, lubricate and adjust as required. Lubricate selector tapes or steel air cords and clean as needed.
    5. Every 26 weeks: Lubricate (graphite/slipit) pushbutton guides, check overload relays and mark tripping time and date on tag and fasten to relay. Clean and examine saf-tedge, roller guide shoes, lubricate, adjust and replace worn or damaged ones.
    6. Every 52 weeks: Clean and check all control stations, car and corridor, clean and check hoist way switches, controllers and selectors including all electrical connections for tightness, burning or oxidation. Check all safety equipment to see that it operates freely and lubricate if needed. Perform full brake check, oil, and adjust; check worm and gear clearance.
    7. Other: Machine bearings should be drained, flushed, and refilled each year and a half, and the door operator gear case every 4 years.
C. Door and door operation: Frequency of inspection and adjustment shall be covered hereafter.
    1. Car and hoist way doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, and relating devices, to insure tightness. Check up-thrust adjustment and fastening (nominal 0.010” to track), should clearance exceed 0.035” it should be readjusted. Check and lubricate the door closing device, check fastening, set closing adjustment to permit the doors to close without power and without interfering with the action of the safe-t-edge during door reversal. Door interlock adjustment should be set to permit the latch to drop within 3/8” but preferably less if full closure can be obtained. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when the panel may be moved in and out by 1/4” or more. Check and tighten non-vision wings
    or sight guards at each inspection. Car door contact should prevent movement of the car unless the car door is 2” or less from being fully closed.
    2. Safe-t-edge: This device should be check quarterly for freedom of movement to permit it to operate with a somewhat glancing blow, but not sloppy, permitting it to rub against door. Where retractable, projection at opening should be slight and permit the door to be held open with pressure on the edge, in closing, the edge should permit door to reopen with 1-1/2” of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at or before complete collapse of the edge. Active contact line of edge should be free of cuts or bulges. Control contact cable and retracting cable, when used, should be held clear of snagging on other parts.
    3. Door operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be check and the unit cleaned and flushed and refilled within five years. Opening motion should be at designed speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to limit kinetic energy to that specified by the current code, permit reversal with in travel and to avoid drift after the safe-t-edge has been activated.
D. Control:
    1. Regular inspection and adjustment as outlined herein before. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. If the control includes solid-state modules or cards these should be checked periodically for loose clips, cold solder joints and open circuits. Touch-up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with power off testing contact pressure and wipe, as well as friction where relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient and they should only be dressed if they have developed ridges, blisters, or if they are excessively pitted. Should the condition be beyond correction they should be

replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

2. Selector: Operation should be observed every two weeks, lubricating the traveling nut carriage bearings, cams, and shafts as needed, and the ball bearings, hinge pins and lever pins, and the leveling switch magnet cores every 6 months, with the leveling switch rollers to be lubricated every 2 months. Tapes should be lubricated every 3 months and cleaned as required.

E. Machine Motors, and Motor Generator Sets:

1. Machine bearings should be checked every two weeks for oil leakage, throwing away the oil which has dripped from the worm gland (some oil leakage at the gland prevents galling the wormshaft) check the work gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may be moved before the drive sheave moves. On machines which can be reset, gear or worm may have to be recalibrated which should be done on those machines where the movement is 1/2 to 1" i.e. when clearance between worm and gear (nominally 0.005") exceeds 0.075". Gear rock is virtually impossible to take out by recalibration and can only get worse. Also note when clearance can no longer be taken up, as we can no longer lower the gear, gear rock cannot be eliminated, and replacement is inevitable. (worms and gears are not shelf items and require 3 to 6 months lead time). Clean, flush, and replace worm gear oil every 1-1/2 years, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be re-grooved but never so deep that the metal below the groove is less than 1/2". If there is any chance that cutting the groove might be getting close to the 1/2" minimum the sheave should be replaced.

2. Machine Brake: Should be thoroughly cleaned, lubricated, and checked for freedom of operation, at least once a year. Since this requires dismantling for thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load and was so set at initial adjustment. To retain this setting,compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and the spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.

3. Motor MG Set: Check bearings for heating and lubrication every two weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear, brush pressure and the type brushes used. Using the wrong brushes, the wrong pressure and allowing brushes to get too short will cause excessive wear on the commutator bars and eventually require turning and undercutting. Blow out yearly, check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in a burnout and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed.

F. Hoist way Equipment:

1. Car and corridor stations: Should be opened up each year for cleaning and each switch examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.

2. Hoist way Switches: Should be checked for contact pressure, wear, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.

3. Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and its tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed, and refilled.

4. Overhead Deflector Sheaves: Check lubrication and grooves annually, same stipulation to re-grooving and groove depth as for drive sheaves.

5. Cables: Should be examined every 13 weeks. Check control cables for cover deterioration which may be corrected by re-taping unless the individual wire insulation is affected or major portions of the cover are brittle. If wires are exposed, the traveling conductors or control cables should be replaced. When re-taping a portion of a control cable, it should be done in such a manner that the ends of the tape do not become loose and hang down where they may become caught on an object in the hoist way. Guards or pads may be required to cover points which may cause traveling conductor abrasion. If this precaution is taken after your original survey, an expensive replacement and time consuming repairs might be avoided. Governor and hoist cables (hoist ropes) should be examined for breaks, particularly in the valley of the cable or rope which could indicate internal breakage and ultimate strand separation. Hoist cables (hoist ropes) may need cleaning, and on occasion, dressing with rope lubricant. Governor cables (governor ropes) should not be lubricated so as to assure consistent setting of the

governor trip. If there is any sign of deterioration of the governor rope, a new rope should be installed and the safety device tested to be certain that the new rope functions properly.

14. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Frequency of Inspections: Weekly

Each inspection must be signed for by the owner's representative.

Gearless traction with group supervisory control:

A. Specific Equipment Performance Standards:

1. Call-backs: Nominally 6 to possibly 8, excluding nuisance calls, per year average per elevator.

If Door Light Ray Is Used:

2. Door Operator: The door closing speed must be within the limits of the current ANSI code. On car calls, doors can close 0.9 to 1.6 seconds after the last passenger clears the light ray. On a 1st floor or lobby call, doors can be set to close, 4 to 7 seconds after the last person has cleared the light ray. If variable car call and hall call time are used, the hall calls should be set for walking distance at upper floors. If Load Weighing Is Used For Dispatching: (Use percentage of load for dispatching)

3. Nudging: Effective after 20 seconds +/- 10%, depending on traffic patters. The doors should close, with a buzzer sounding, stopping only when the safe-t-edge is collapsed and then the doors should not reopen. If the manufacturer's manual has specific procedures, then the manual should be followed.

4. Call Response Time: The nominal expectation is that a call will be answered in an average waiting time of 25 to 30 seconds when all cars are in operation. Should the average corridor waiting time exceed 40 seconds with all cars running, a system failure is possible and the cause should be investigated. If all cars are not running during any peak period then the reason should be investigated.

5. Annual Test: The contractor will be expected to assist the building maintenance personnel or a representative selected by the management in making a check of the system performance each year, (120 days) before the anniversary date of the contract. The contractor will be expected to make all corrections before this anniversary date arrives.

6. Floor Levels: The car is to be level in accordance with the ANSI-code. Check Chart:

B. Minimum expected periodic servicing, checking, oiling, and adjustments: If your standard requires more frequent checks it should be posted on your check chart.

1. Weekly: Ride car, check operation and correct problems found.

2. Every Two Weeks: Observe operation of control, machine, brake motor, and mg set, clean and adjust as needed. Check lubrication of machine motor and mg set.

3. Every 13 Weeks: Check call response of supervisory control, test and record rectifier voltages of supply, governor and governor tail sheave, normal landing switches, door operator, door operation, car doors and then first and basement hoist way door adjustment, check all cables, adjust, correct and lubricate as required.

4. Every 26 weeks: Clean and examine Safe-T-Edge, roller guide shoes, lubricate, adjust and correct as necessary.

5. Every 52 weeks: Clean and check all control stations, car and corridor, clean and check hoist way switches, control and relay panels, all electrical connections should be checked to see that they remain tight, clean and check hoist way doors 2nd through top floor, check all safety equipment to see if operates freely, lubricate and adjust as
needed. Full brake check, oil and adjustment.

6. Other: Machine bearings should be drained, oil leaks sealed, flushed and refilled each year. The door operator gear case should be drained, flushed and refilled every five years.

C. Doors and Door Operation: Frequency of inspection and adjustment covered above.

1. Car and Hoist way Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, and relating devices to insure tightness. Check up-thrust adjustment and fastenings (nominal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Door relating cables should be taut enough that they do not sag in normal opening and closing of the doors but provide some flexibility in door reversal to reduce the shock of reversal on the door hanger cables and fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check and tighten non-vision wings or sight guards at each inspection. Check aspirator adjustment to insure that doors will close without any aid or power applied yet not interfere with safe-t-edge reopening action. Car door contact should be set to prevent car movement unless the door is 2" or less from full closure.

2. Safe-t-edge: Device should be checked quarterly for freedom of movement to permit it to operate with a somewhat glancing blow, but not sloppy permitting it to rub against door. Where retractable projection at opening should be slight to permit the door to be held open with pressure on the edge, in closing, edge should permit door

to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement occurs at such a point or before the leading edge or the vane and door are in the same plane, i.e. at or before complete collapse of the edge. Active contact line of the edge should be free of cuts or bulges. Control contact cable and retracting cable, where used, should be held clear of snagging on other moving parts.

3. Door Operation: Should be checked at least quarterly, cleaned and adjusted as required. Here again, cable connections are involved with possible snagging. It is important that the effect of adjustment be recognized as well as the possible interference of the safe-t-edge as the line of projection reaches the target limits. Each scheduled inspection should include a through check of the ray focus and intensity under varying movement of the doors and their attachments. Check and record time settings. 4. Door Operator: Check, lubricate, and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit drained, flushed and refilled within

five years. Opening motion should be at design speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in opening action as the door reaches full open position. Drag at this position can prevent full opening of the door and drop out of the opening relay, preventing the door from closing. Closing time should be adjusted to that given herein above. Closing adjustment should permit door reversal within travel of the safe-t-edge as above and without further drift.

D. Control:

1. Regular inspection and adjustment as outlined herein above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off or adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays by touch for overheating. This should be done particularly for relays in the circuits where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the relay cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all over-load and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

2. Group Supervisory Control: Should be checked quarterly for relay operation as in the individual car control. In addition the maintenance man should check the response time to corridor calls, this should be done by checking the time of call cancellation or a series of calls during a heavy service period, making sure that most fall within the nominal times given under performance standards. If the system should not be busy, up and down relays may be actuated from the board. In this case the time checks should be toward the lower end of the nominal time. Make sure that all cars are in service by, if necessary, placing car calls to start the mg set of each elevator. Should the response times be sluggish (above the nominal) with all cars running, it may be necessary to check all adjustments, even those required annually under performance expectations.

E. Machine Bearings, Motors, and Motor Generator Sets:

1. Machine bearings: Should be checked every two weeks for oil leakage. Motor fields should be checked for insulation, overheating. Commutators should be checked for burning and arcing. Brushes should be made of a grade that will provide good commutation without cutting or scoring.

2. Machine Brake: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this requires dismantling for a thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load. To retain this setting, the compressed length of the brake springs should be measured before dismantling and restored in reassembly. This

length should be check periodically and the spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the brake drum could be scored. Check operation armature and its guide for excessive wear to avoid erratic brake operation.

3. Motor MG Set: Check bearings for heating and lubrication every two weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear and the type brushes used. Blow out yearly, check insulation of coils and apply insulation paint every three years. Dry and brittle insulation can result in burn out and fire. It must be remembered that coils in stock can get brittle and their insulation

should be examined and restored as needed.

F. Hoist way Equipment:

1. Hoist way Switches: Should be checked for contact pressure, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
2. Overhead and Deflector Sheaves: Check lubrication and grooves annually, same stipulation to re-grooving and groove depth as for drive sheaves.
3. Safety Equipment: Should be checked for freedom of movement, set by hand yearly and lubricated as required, with governor and its tension sheaves lubricated each quarter, and oil buffers should be checked for oil level yearly. Note: Should the water level in the elevator pit rise above the oil reservoir, buffers should be drained, flushed and refilled.
4. Guide Rails and Roller Guides: Should be cleaned annually, and roller guides adjusted to rail where this is applicable. Check guide oilers, where they are used, and oil as required. Should a safety have set for any reason, rails should be examined carefully for possible scoring and filed where necessary to restore a smooth surface.
5. Car and corridor stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
6. Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by re-taping unless individual wire insulation is affected or major portions of the cover are brittle. Guards may be required to cover points which may cause traveling cable abrasion. Governor cables and hoist cables/ropes should be examined for breaks, particularly in the valley of the cable which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning, and on occasion, added lubricant (rope dressing). Governor cables should not be lubricated in order to assure consistent setting should the governor trip.

15. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Other geared units:

Frequency of Inspections: Semi-Monthly

Each inspection to be signed for by the owner's representative.

Call-back standards: Nominally expected 4 per year to 8 excluding nuisance calls.

A. Minimum expected periodic servicing, checking and adjustments.

1. Every two weeks: Ride the car, observe operation of control, machine, brake and motor. Clean and adjust as needed, check lubrication of machine and motor.
2. Every 13 weeks: Test and record rectifier-voltages of control supply, normal landing switches and door operator.
3. Every 26 weeks: Check governor and governor tail sheave lubrication, all cables, adjust and lubricate as required. Clean and examine safe-t-edge, guide shoes, lubricate and adjust as needed.
4. Every 52 weeks: Clean oil and adjust all door hangers, check all control switches in hatch, including car and corridor stations. Thoroughly check all control parts in machine room, brake, machine, check gear clearance. Make sure all electrical connections are tight.
5. Other: Machine bearings should be drained, flushed and refilled every two years and the door operator every 4 years.

B. Doors and door operation: Frequency of inspections and adjustment shall be as before.

1. Car and Hoist way Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastening (nominal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Check tightness of relating devices. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure.
Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision wings/sight guards at each inspection. Final latch cam and spring adjustment to be set to fully close the door to locking position when within 1" to 1-1/2" of full closure. Car door contact should be set to prevent car movement
unless door is 2" or less from full closure.
2. Safe-t-edge: Device should be checked semi-annually for freedom of movement to permit it to operate with even a somewhat glancing blow, but not sloppy permitting it to rub against door. Where retractable projection is used at the opening it should be slight but permit the door to be held open with a slight pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at before the compete collapse of the edge. Active contact line of the edge should be

free of cuts or bulges. Control contact cable, and retracting cable, where used, should be held clear of snagging on other moving parts.

3. Door Operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked and the unit cleaned and flushed and refilled within five years. Opening motion should be at design speed smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to comply with the current requirements on kinetic energy and smooth start and stop. Closing adjustment should permit door reversal within travel of the safe-t-edge as above without further drift.

C. Control:

1. Regular inspection and adjustments as outlined above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more
serious nature. Mechanical check of relay operation can best be done with the power off; testing contract pressure and wipe, as well as friction were relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any.

2. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should the condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the
control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustment of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment.

D. Machine Bearings and Motors:

1. Machine bearings: Should be checked every three weeks for oil leakage, throwing away oil which has dripped from worm gland (some oil seepage at the gland prevents galling of the worm shaft). Check worm and gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may move before the drive sheave moves. On machines which can be reset, the gear should be lowered when
this movement exceeds 1/4"; when the movement exceeds this value, gear or worm may have to be recalibrated, which should be done on those machines where the movement is 1/2" to 1", i.e., when clearance between worm and gear (nominally 0.005") exceeds 0.075", gear rock is virtually impossible to take out by recalibration and can only get worse. Also note when clearance can no longer be taken up as we can no longer lower the gear, gear rock and replacement is inevitable. (Worms and gears are not shelf items and require 3 to 6 months lead time.) Clean, flush and replace worm gear oil every 1-1/2 years, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be re-grooved but never if the re-grooving will approach the depth of leaving less than 1/2" of solid metal below the groove.

2. Machine Brake: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this requires dismantling for a thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load and was so set at initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before the wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.

3. Motor MG Sets: Check bearings for heating and lubrication every two weeks. Care should be exercised in brush wear and the type brushes used. Blow the units out yearly, check insulation, and repaint with insulating varnish every three years. Dry and brittle insulation can result in a burn out and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed. It must be remembered that a fire originating in the apparatus is your responsibility.

E. Hoist way Equipment:

1. Hoist way Switches: Should be checked for contact pressure, wear and wipe quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.

2. Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed and refilled.

3. Overhead and Deflector Sheaves: Check lubrication and grooves annually, same stipulation to re-grooving as groove depths for drive sheaves.
4. Guide rails and roller guides: Should be cleaned and checked annually, roller guides adjusted to rail where this is applicable. Check guide oilers and fill as required where they are used. Should a safety have set for any reason, rails should be examined carefully for possible scoring.
5. Car and Corridor Stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
6. Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by re-taping unless individual wire insulation is affected or major portions of the cover are brittle. When re-taping care should be taken to secure the ends so that they do not hand on hoist way equipment. Guards may be required to cover points which may cause traveling cable abrasion. Governor and hoist cables should be examined for breaks, particularly in the valley of the cable which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning and on occasion added lubricant (rope dressing). Governor cables should never be lubricated. They should remain dry in order to assure consistent setting should the governor trip.

16. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Frequency of Inspections: Monthly

Each inspection must be signed for by the owner's representative.

Hydraulic freight elevators, sidewalk lifts:

A. Call-backs: Nominally 4 to possible 6 per year average excluding nuisance calls.
Minimum expected periodic service, check and adjustment:

1. Every four weeks: Ride or move the unit observing operation. Adjust as needed.
2. Every 13 weeks: Check freight doors and their operation and adjustment.
3. Every 52 weeks: Clean, oil and adjust all cupped doors, check control and control stations, make sure all electrical connections are tight. Check oil level and condition.

B. Freight Bi-Parting Doors: check at frequency established above. Interlocks should be set so that latch will prevent door opening of no greater than 3/4" at any point. Car gates should prevent movement of the car unless the gate is within 2" or less of full closure.
Check guide fastenings and maintain at least 1/2" to 1" of track engagement. The side play of the door should be maintained at a minimum to avoid racking.
C. Control: Where electrical controls involve relays and contacts, these should be checked annually for contact condition, pressure and wipe. The relays and contacts should be checked manually for freedom of movement and dressed and lubricated as needed. All operating and cupped switches should be examined annually for freedom of movement, contact condition, pressure and wipe. All electrical connections should be checked annually for tightness and coils and fuses for heating.
D. Valves and Power Unit: Valve adjustment is only required when trouble is encountered, with control contact and valve coil failures, the first areas to check are the contacts and relays in the circuitry of this function. Strainers should be checked on a quarterly basis,
with oil level check at each visit. The condition of oil, clarity, color and odor should be checked every year, or in the event of speed and landing difficulty occurring frequently. Any evidence of moisture suggests replacement. When there is poor clarity or the oil is
cloudy, it should be filtered and the filtering sequence should be repeated at least once, a week or two later, to make sure that the residual oil in the cylinder circulates and is also filtered. Change in odor or color; suggest that a chemical analysis is needed. Check the
condition if belts (if any) on the power unit semi-annually. (Should oil which seeped through packing be reintroduced, it should be checked for clarity.)

E. Motor: Check bearings for heating and lubrication every inspection. If the motor has a commutator, check for color, wear, brush setting and condition. Blow out the motor on a yearly basis, check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in burnout and fire. It must be remembered that coils and stators in stock can get brittle and their insulation should be checked and restored as needed.

F. Cupped Equipment:

1. Jack Unit and Piping: Plunger and guide bearings, packing gland, casing gasket, packing and piping system including valves should be checked semi-annually. Poor conditions and leaks should be corrected or repaired as

needed. It is understood that the casing, underground piping, inaccessible wall lines in wall and ceiling are not the obligation of the contractor.

2. Guide Rails: Should be cleaned and checked annually. Check guide oilers (where they are used) and refill as required.

G. Lubricants:

1. All lubricants utilized by the contractor shall comply with the original equipment manufacturer's recommended specifications.

APPENDIX 1

PROPOSAL RESPONSE FORM

GENTLEMEN

I (we) do hereby declare that I (we) have carefully examined the specifications and the contract documents, including all addenda, prepared by the project supervisor of this proposal and I (we)
have a clear understanding of said documents and premises, and hereby propose to provide the necessary tools, machinery and apparatus along with other needs necessary to complete the work specified. We will provide all material, furnish all labor and services specified in the contract or called for in the contract documents including permits necessary for the completion of the project or work listed for the sum below.

I (we) agree to follow requirements, sequence and frequency listed under “maintenance procedures”.

If I (we) fail to follow these specifications and document the “Maintenance Procedures” with the owner or if there is any evidence of fraudulent documentation I (we), will without reservation,
freely forfeit the contract along with any monies due from the date of such finding. All materials and labor will be left intact and I (we) will not seek any restitution.

I (we) do ___ do not ___ (choose one) claim to meet the specifications of the Small Entrepreneurship (Hudson Initiative) Program.

I (we) have read the entire specifications and will not use oversight as an excuse for not fulfilling my (our) obligation.

Contractor: _____

License No.:_____

By: _____

Title:_____

Date: _____

We acknowledge the following addenda 1.____2.____3.____ 4.____

ACCEPTANCE PAGE FOLLOWS

SUMMARY SHEET

Elevator Maintenance Bid

1) Cost per month for maintenance {all labor and materials}, as specified in this contract; AND, between the hours of 8:00 am and 5:00 pm, Mondays through Fridays, for all labor and materials to make repairs for all elevator calls such as but not limited to routine, nuisance and (vandalism under $500) of all the equipment listed on specifications package invoiced as a single total package to Grambling State University.

Cost per month.....$ _____

PROPOSAL RESPONSE FORM CONTINUED

(Acceptance)
Purchasing Officer: _____ Date of Award:_____
Recommendation: _____

Approved By:

Director Supervisor

APPENDIX 2

PROPOSAL RESPONSE FORM CONTINUED

Building Qty. Mfg. Type Yearly Maintenance Price

- Favrot Student Union (2 elevators)
- Robinson Stadium (1 elevator)
- Charles P. Adams (2 elevator)
- School OF Nursing (1 elevator)
- C. Lewis Library (2 elevator 2 dumbwaiters)
- Brown Hall (1 elevator)
- Intramural Recreation Facility (1 elevator)
- Facilities Barn (1 equipment lift)
- Jacob T. Stewart (3 elevators)
- Carver Hall (1 elevator)
- Long-Jones Hall (1 elevator)
- Stadium Support Facility (1 elevator)
- Woodson Hall (1 elevator)
- Grambling Hall (1 elevator)
- Washington-Johnson Complex (1 elevator)
- The Assembly Center (2 Elevators)
- The Performing Arts Center (1 elevator) Note: still under warranty
- Eddie Robinson Museum (1 elevator) Note: still under warranty

APPENDIX 3

PROPOSAL RESPONSE FORM CONTINUED

Contractor is satisfied that a governor and safety test was made on the (Date)_____ by (Contractor) _____ within the past twelve (12) months and therefore contractor assumes the liability for operation of the governor and safety devices of these elevators throughout the term of this contract.

This contract does not include twenty-four (24) hour emergency call-back service.

The University requires technical assistance the day of each home football game. A technician must be on call from 8 a.m. the day of the game until two hours prior to game start and on-site two hours prior to game start and remain on-site for approximately one hour after the end of the game. There are four to six home games per year. A schedule with dates and times (subject to change) is available from the GRAMBLING STATE UNIVERSITY Athletic Director's Office.

For authorized work not covered by the scope of this maintenance contract to be accomplished DURING normal business hours (Monday – Friday, 8:00am to 5:00pm), labor shall be invoiced at the rate of $_____ per hour. The vendor agrees to quote a rate which is inclusive of all mileage and/or other incidentals.

For authorized work covered or not covered by the scope of this maintenance contract to be accomplished OUTSIDE normal business hours (Monday – Friday, 8:00am to 5:00pm), labor shall be invoiced at the rate of $_____ per hour. The vendor agrees to quote a rate which is inclusive of all mileage and/or other incidentals.

APPENDIX 4

PROPOSAL RESPONSE FORM CONTINUED

The successful vendor will be required to have the following form notarized.

Engineering Responsibility

We will use the following licensed registered professional electrical engineer or private consulting group and/or firm with a licensed registered professional electrical engineer on staff which meets the criteria outlined in the specifications. This electrical engineer will be required to have his engineer's seal on all approved wiring, schematic and/or design changes.

Name of Engineering Group and/or Firm _____

Address _____

City of _____ State Of _____

Signature _____

(Licensed Professional Electrical Engineer)
Title _____
Registration Number: _____

_____Notary
Subscribed and sworn to, this _____ Day of _____ 20 _____.

The contractor's engineering department may make application with the Louisiana Professional Engineering and Land Surveying Board, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809-1433. The Department understands there will be a waiting period of approximately 60 days to process the application.

APPENDIX 5

PROPOSAL RESPONSE FORM CONTINUED

AFFIDAVIT OF QUALIFICATIONS

In keeping with the specifications, the vendor shall demonstrate that he has successfully maintained for a period of twelve (12) months within the past five (5) years the following elevator plants of the same type and control to those elevators specified in this bid. In lieu of the above, in complying with the specifications, the vendor may submit a list of fulltime journeyman mechanics who have successfully maintained elevator plants of the same type and control to those elevators specified in this bid together with a list of the plants, the number of elevators, the address of the elevator plant and the name and telephone number of a contact person at the location of the elevators in question. This information should be submitted with the bid.
However, if not, the Department reserves the right to request this information from the bidder(s). If requested, the contractor will have five (5) days to provide this information to the department.
Failure to comply will be cause to reject the bid.

Building Name Address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

We also have and own the following tools and written procedure designed specifically for programming and adjusting these elevators. List the tools and also the type of microprocessor applicable to this equipment:

1. _____
2. _____
3. _____
4. _____

Date Signed _____ By Title_____

END OF PROPOSAL RESPONSE FORM

The successful bidder will be required to have the following form notarized:

NON-COLLUSION AFFIDAVIT

State of _____ Parish (County) of _____,
being first duly sworn, deposes and says that:

A. He is (owner) (partner) (officer) (representative) or (agent), of _____, the bidder that

has submitted the attached bid.

B. Such bid is genuine and is not a collusive or sham bid.

C. Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for the attached bid or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, to fix any overhead, profit or cost element of the bid price or bid price of any bidder, or to secure through any advantage by using contacts through _____ or any person interested in the proposed contract.

D. The price or prices quoted in the attached bid are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affidavit.

_____ Notary

Subscribed and sworn to, this _____ Day of _____ 20 _____.